ACTIVOTE

Quick Start Guide

TP-1667-UK
Issue 1

PROMETHEAN
LIGHTING THE FLAME OF LEARNING

TP-1667-UK Activote Quick Start Guide

Copyright © 2007 Promethean Limited. All rights reserved.

All information contained in this document is subject to change without notice.

Any use of the contents of this User Manual other than for the purpose intended requires express written permission of Promethean Ltd.

All trademarks noted with the © mark are the properties of their respective companies.

NOTE: All utility and driver software provided to operate Activ products is the property of Promethean. Use of this software is granted for the purpose of installation, set up and operation of Activ products and the standard feature set outlined in this guide. Promethean does not encourage or authorise any other use.

Additional application software is provided from time to time as a service to our customers. This software is licensed to the end user by the supplier. Use, possession and upgrades are the responsibility of that supplier. Registered owners of Promethean product should contact those suppliers directly for support.

CONTENTS

Welcome to Activote	**5**
Software installation	**6**
The Activhub	**6**
Getting started with voting	**7**
Named voting	**10**
Vote with prepared questions	**16**
The menus explained	**17**
More Information	**18**

WELCOME TO ACTIVOTE

Activote is an on-the-spot assessment system. Questions are asked; answers are given using the Activote handset. The responses are displayed on your interactive whiteboard, giving you instant insight into what your audience is thinking. Save those responses and you have a record of what your audience thought at a given time.

What is this manual?

This quick start guide takes you through the process of setting up and using the Activote devices and its associated programs.

NOTE: The radio interface on this product is intended for use with Promethean radio devices for operation in the following Countries:

AUSTRIA, BELGIUM, BULGARIA, CYPRUS, CZECH REPUBLIC, DENMARK, ESTONIA, FINLAND, FRANCE, GERMANY, GREECE, HUNGARY, ICELAND, IRELAND, ITALY, LATVIA, LITHUANIA, LUXEMBOURG, MALTA, NETHERLANDS, NORWAY, POLAND, PORTUGAL, ROMANIA, SLOVAK REPUBLIC, SLOVENIA, SPAIN, SWEDEN, SWITZERLAND, UNITED KINGDOM.

 © 2007 Promethean Ltd

SOFTWARE INSTALLATION

Place the application CD into the CD-ROM drive.

If the CD-ROM runs automatically, follow the on-screen instructions to install the software.

If the CD-ROM doesn't run automatically, from your desktop select **Start>Run**. In the Run box type the drive letter that contains the CD followed by *\menu.exe.* For example *d:\menu.exe*. Click OK.

THE ACTIVHUB

The Activhub is needed to communicate between Activote devices and your PC.

Insert the Activhub into a USB socket on your PC. Use the 1.8m USB extension cable if necessary. The function indicator light is red when it has power. The light flashes green when the Activhub is working.

Function indicator:
Red = powered
Flashing green = working

Tips for best use of the Activhub

Connect the USB Activhub to the 1.8m cable, place in the holder and position as high as possible.

Mount the Activhub side-on to the users. Raise the antenna to 45 degrees from the ground.

The Activhub and Activote devices should be no more than 30 metres apart.

Keep the Activote devices in clear view of the Activhub.

GETTING STARTED WITH VOTING

Register devices

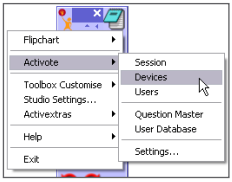
Before voting devices can be used, the computer needs to know they exist. In this section we will show you how to use the Device Registration program to resister voting devices.

NOTE: Make sure your Activhub is plugged in before using Activote.

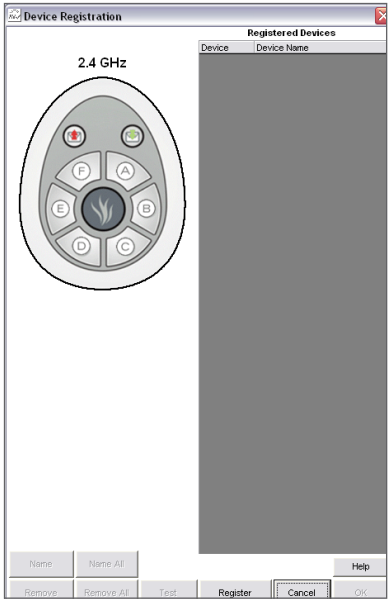
a. To launch Activstudio, double-click on the Activstudio icon on your desktop.

NOTE: The first time you launch Activstudio, you will be asked to input your information and serial number. The serial number is located on your installation CD case.

b. Click on the Main Menu button. Select **Activote>Devices**.



This opens the Device Registration box.

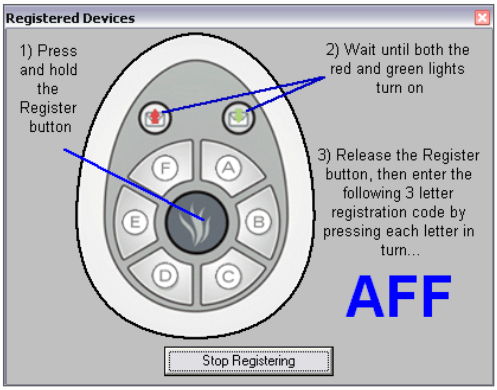


 © 2007 Promethean Ltd

c. Select Register.

Enter the number of devices to be registered.

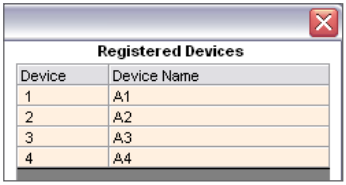
A three letter PIN code appears.


Registered Devices
1) Press and hold the Register button
2) Wait until both the red and green lights turn on
3) Release the Register button, then enter the following 3 letter registration code by pressing each letter in turn...
AFF
Stop Registering

d. Press the central Register button on your Activote devices until the green and red lights switch on.

When the lights are on type in the PIN code on each device. The red, then the green light will flash.

The device will appear in the Registered Devices list.



You can register each device in turn, or register them all at the same time.

e. When all devices are registered, click OK.

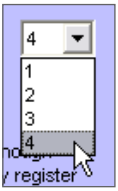
Quick votes

When you have registered the devices you can vote straight away:

a. Click on the Activote icon on your Main toolbox.

b. Select Anonymous Mode in the Activote Session box.

c. Click on the drop-down menu and select the number of devices you have registered. Click OK.

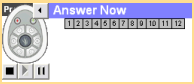


d. Ask your question, verbally or on the board.

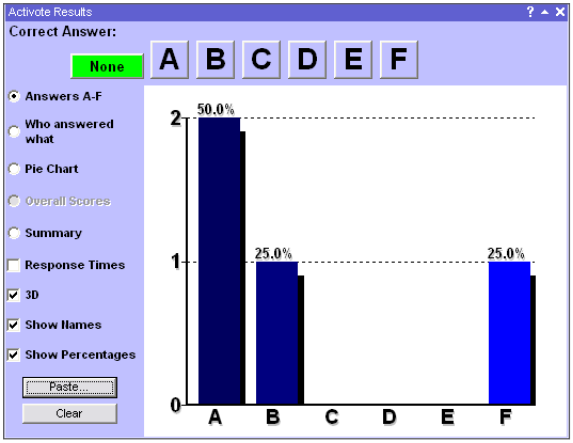
e. To start the vote, click on the Activote icon.

f. When everyone has voted, click on the Activote icon again.

The results appear on the display.



NOTE: The boxes at the top of the screen turn from grey to yellow as everyone votes.



NOTE: Explore the options here for different views of the results.

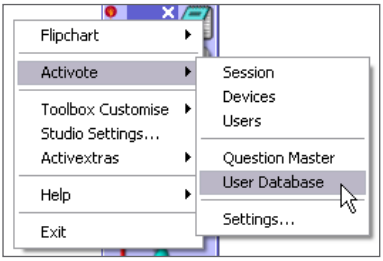
 © 2007 Promethean Ltd

NAMED VOTING

You can allocate a name to each device, so you can see who answered what.
To do this, firstly you need to add your users' names to Activote's User Database.

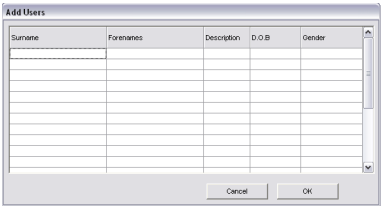
Add names to the User Database

a. Click on Activstudio's Main Menu button. Select **Activote>User Database**.



b. In the Activote User Database box, select **User>Add**.

c. List your users in the Add Users box.



Click OK when you have finished.

NOTE: Lists of names can also be imported using a .csv file, created in Excel®. See the help files for more details.

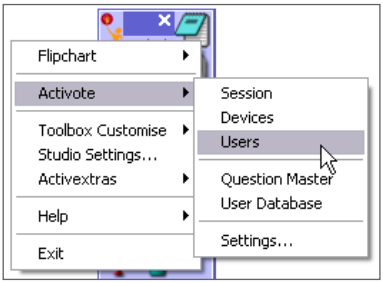
Allocating users to devices

When the names have been added to the User Database, There are two ways to allocate user names to devices:

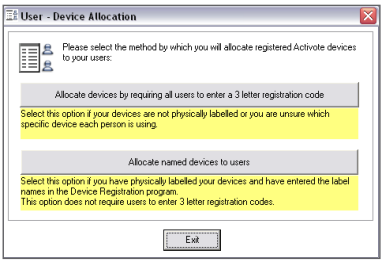
1. Users select any device and register their name against it.
2. Users are allocated specific devices in advance.

1. Users select any device

a. Click on Activstudio's Main Menu button. Select **Activote>Users**.

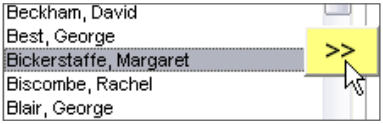


b. Select the option 'Allocate devices by requiring all users to enter a three letter registration code'.


User - Device Allocation
Please select the method by which you will allocate registered Activote devices to your users:
Allocate devices by requiring all users to enter a 3 letter registration code
Select this option if your devices are not physically labelled or you are unsure which specific device each person is using.
Allocate named devices to users
Select this option if you have physically labelled your devices and have entered the label names in the Device Registration program.
This option does not require users to enter 3 letter registration codes.
Exit

c. In the Folder drop-down menu, make sure All Users is selected. In this way, you will see any users you added to the User Database.

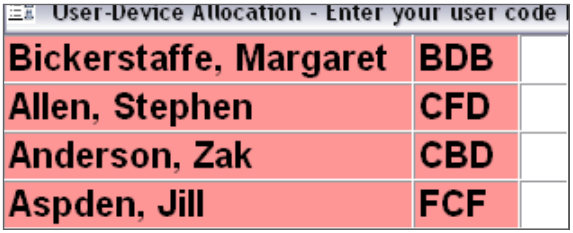
d. Select the name and click on the Add button to add the name to a device.



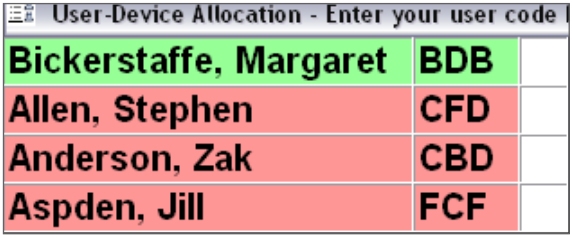
User Name	Device	Absent
Bickerstaffe, Margaret	Available	
	Available	

 © 2007 Promethean Ltd

e. Click on Allocate Devices when you have finished. The user's name appears on screen, each of them coloured red and given a three letter code.



f. Each user should enter their three letter code. The user name will become green when the device is correctly allocated.



g. Click on the Back button when you have finished.

Click Exit.

You can now perform the named vote. Turn to page 14.

2. Users are allocated devices

To do this, firstly, each device must be given an ID code. The device remembers this ID code, whichever computer you use with Activote. The code could relate to your class or year group.

To give each device an ID code:

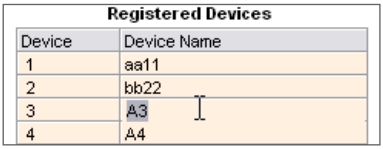
a. Click on Activstudio's Main Menu button. Select **Activote>Devices**.

b. Choose one of two options in the Device Registration box: Name or Name all

i. Name

Click on Name to type in your own code for the device.
To do this:

1. Click on each code under the heading Device Name and give the device a four digit code, comprised of letters and/or numbers.



2. Click Name. All the device names turn yellow.

3. Click on a letter on each device, to find out which name is allocated to which device. The device name will turn red. If you want, write this name on the tab at the base of the Activote device.

4. Click Stop when you have finished.

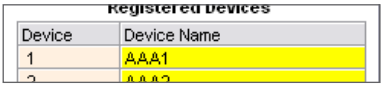
ii. Name all

Click on Name All to automatically allocate codes, with a prefix of your choice.
To do this:

1. Click on Name All.

2. In the Registered Devices box, type a prefix (up to three letters or numbers).

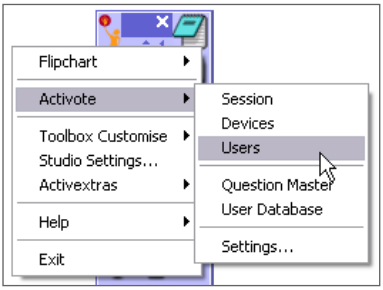
3. Click on a letter on each device, to find out which name is allocated to which device. If you want, write this name on the tab at the base of the Activote device. Click OK.



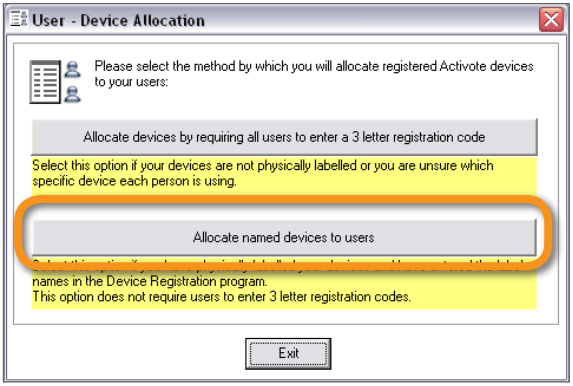
 © 2007 Promethean Ltd

To allocate devices to users
When you have given each device an ID code, you can then allocate devices to users.

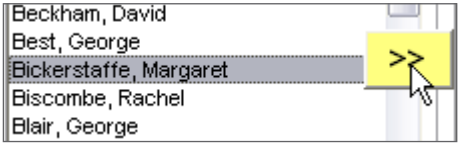
a. Click on Activstudio's Main Menu button. Select **Activote>Users**.



Select 'Allocate named devices to users'.


User - Device Allocation
Please select the method by which you will allocate registered Activote devices to your users:
Allocate devices by requiring all users to enter a 3 letter registration code
Select this option if your devices are not physically labelled or you are unsure which specific device each person is using.
Allocate named devices to users
names in the Device Registration program.
This option does not require users to enter 3 letter registration codes.
Exit

b. Select the user's name and click on the Add button to add a name to a specific device.



User Name	Device Name	Absent
Bickerstaffe, Margaret	aa11	
	bb22	

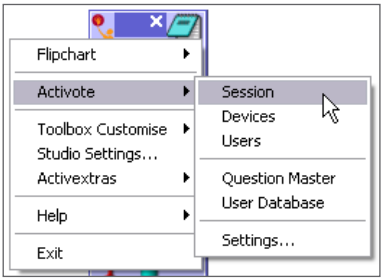
c. Click on the Exit button when you have finished.

You can now perform the named vote.

Perform the named vote

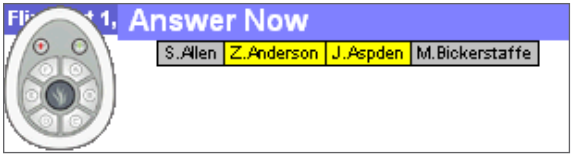
When your User Database has been created, and your devices have been allocated, you can perform your named vote.

a. Click on the Main Menu button. Select **Activote>Session** to select the type of vote.



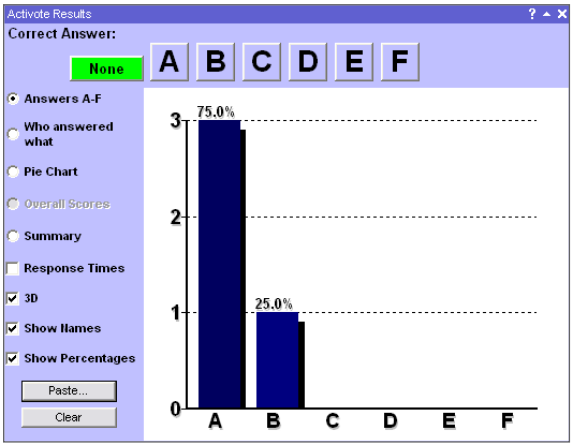
b. Select Named Mode. Click OK.

c. On the Main toolbox, click on the Activote Icon to perform the vote.



d. Click on the Activote icon again when everyone has voted.

The results appear on the display.



 © 2007 Promethean Ltd

VOTE WITH PREPARED QUESTIONS

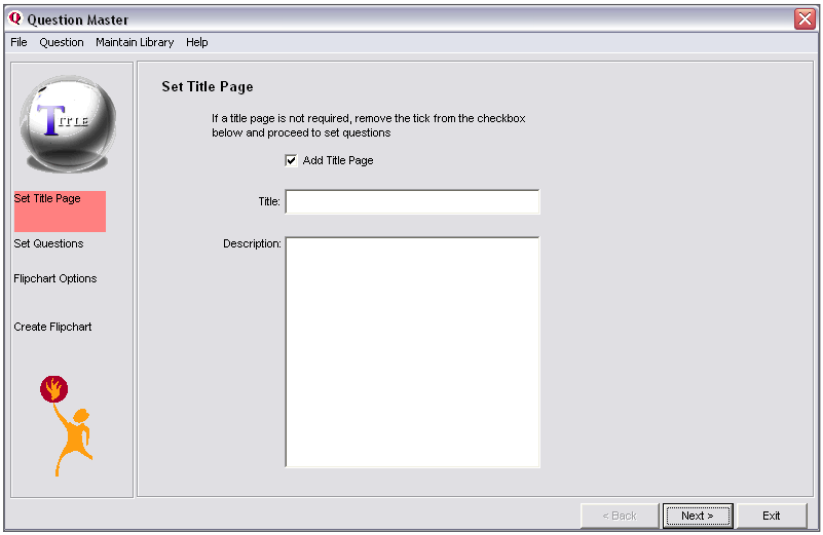
The Question Master program has been created to help generate voting flipcharts.

To open the Question Master program:

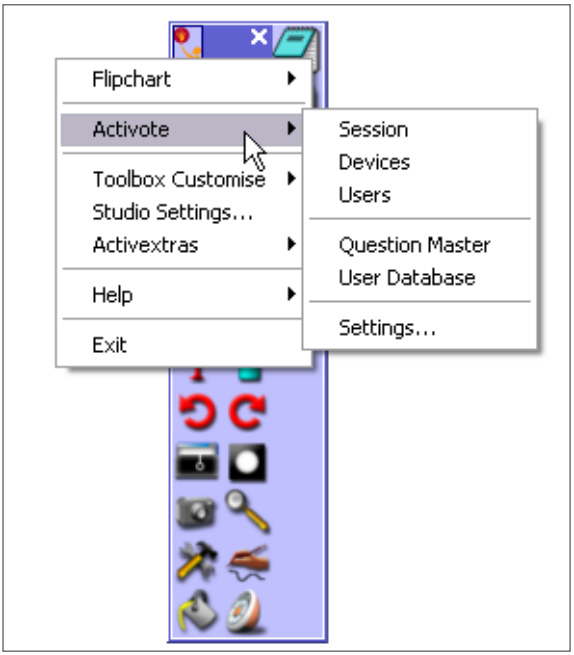
Click on Activstudio's Main Menu button. Select **Activote>Question Master**. The Question Master program opens.

Explore the options here to create your first voting flipchart.

See the help files for more details on how the Question Master works.



THE MENUS EXPLAINED



Session
Opens the Activote Session box where you specify whether you want to perform a named, anonymous or demo vote.

Devices
Register your Activote devices in the Device Registration program.

Users
Allocate your devices to individual users in the User Registration program.

Question Master
Compile a set of questions for your voting session.

User Database
Prepare and categorise a list of users.

Settings
Access the Activote settings.

 © 2007 Promethean Ltd

MORE INFORMATION

Further help

For complete information about using the Activote and its associated programs, refer to the help files and the User Guide. To access the help files, right-click on the Activote icon on Activstudio's Main toolbox. The User Guide is on your installation CD-ROM.

Technical Support

Telephone: 0870 241 3194
Email: support@prometheanworld.com

Promethean Planet forum

Join Promethean Planet for news, tips, resources and user forums: www.prometheanplanet.com

Updates

Please visit the Promethean website frequently to check for updated drivers, software, user guides and flipchart resources: http://www.prometheanworld.com

SUPPORT:

Monday - Friday 09.00 - 17.00 GMT
+44 (0) 870 241 3194
support@prometheanworld.com
www.prometheanworld.com

Promethean House, Lower Philips Road, Blackburn, Lancashire BB1 5TH UK